

General Counsel IV - Legal Division

**To apply for any posted position with the Texas Commission on Law Enforcement,
please register or log in at**

<https://capps.taleo.net/careersection/407/jobsearch.ftl>

Resumes are not accepted in lieu of State of Texas application

Description

Our Mission

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

Our Legal Division

TCOLE Legal Division provides comprehensive legal services to support the agency's regulatory mission. The division handles complex litigation, administrative hearings, rule-making, policy development, and strategic legal counsel. Our legal team works closely with the Office of the Attorney General, State Office of Administrative Hearings, and various stakeholders to ensure compliance with state laws and protect the public interest through effective legal representation and enforcement.

Who We're Looking For

The Texas Commission on Law Enforcement (TCOLE) is seeking a General Counsel IV to join the Legal Division located at 6330 E HWY 290, Suite 200, Austin, TX.

The General Counsel IV performs highly advanced and/or managerial (senior-level) legal work involving complex litigation, administrative law, rulemaking, and legal counsel. They will provide strategic legal guidance, supervise legal staff, manage complex litigation cases, draft administrative rules and policies, and represent the agency in high-level legal proceedings. They will work under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

The salary range is \$135,576.96 - \$145,000. The Job Class for this position is 3524 and salary group is B32.

Examples of Work Performed

Advises on various topics requiring legal knowledge including policy decisions, regulatory changes, disciplinary actions, and strategic initiatives.

Provides representation for the agency in conjunction with the Office of the Attorney General in civil and criminal actions brought by or against the agency.

Manages and supervises legal division staff including assistant general counsels and legal assistants, providing guidance, training, and oversight of work product and case management.

Directs and plans legal activities for the agency including litigation strategy, case prioritization, resource allocation, and division workflow management.

Prepares and litigates complex cases before the State Office of Administrative Hearings (SOAH), including drafting complaints, conducting discovery, preparing witnesses, and presenting oral arguments.

Drafts, reviews, and negotiates administrative rules, policies, procedures, and amendments for Commission consideration and legislative submission.

Provides strategic legal advice to the Executive Director, Commission members, and division directors on complex regulatory, enforcement, and operational matters.

Conducts informal conferences between agency staff and licensees to resolve administrative cases and negotiate settlements within approved parameters.

Reviews and approves legal documents, correspondence, settlement agreements, administrative penalties, and sanctions prepared by legal division staff.

Oversees and coordinates enforcement case reviews, eligibility determinations, and disciplinary recommendations for licensees and agencies.

Prepares for and presents cases, legal issues, and recommendations to the Commission during monthly meetings and special proceedings.

Represents the agency at legislative hearings, advisory committee meetings, conferences, and other official proceedings requiring legal expertise.

Coordinates with external entities including the Attorney General's Office, State Office of Administrative Hearings, law enforcement agencies, and legal counsel representing licensees.

Develops and implements legal division policies, procedures, and best practices to ensure efficient case management and quality legal services.

Provides legal training and guidance to agency staff on regulatory interpretation, enforcement procedures, due process requirements, and compliance standards.

Reviews and analyzes proposed legislation, legal precedents, and regulatory changes that may impact agency operations or enforcement authority.

Manages Public Information Act responses, open records requests, and coordinates with Government Relations on legal sufficiency reviews.

Oversees data analysis and preparation of legal case statistics, trend reports, and performance metrics for Commission and executive leadership.

Ensures compliance with Open Meetings Act, Administrative Procedure Act, and other applicable state laws governing agency operations.

Other duties as assigned.

This position requires regular in-person attendance at our headquarters in Austin at 6330 E Hwy 290, Austin, Texas 78723.

Qualifications

Required Education and Experience:

- Graduation from an accredited law school with a Juris Doctor (JD) degree
- Member in good standing with the State Bar of Texas
- At least seven (7) years of experience in legal work, including litigation, administrative law, regulatory compliance, or government legal counsel
- At least three (3) years of supervisory or management experience in a legal environment
- Experience in administrative hearings, contested case proceedings, or regulatory enforcement litigation

Required Skills, Knowledge, and Abilities:

- Ability to maintain the highest standards of security and safeguard critical infrastructure. This includes adhering to strict background checks, reporting any suspicious activities, and participating in security training and drills as required
- Extensive knowledge of legal principles, practices, and proceedings including administrative law, civil procedure, rules of evidence, and appellate practice
- Knowledge of Texas Administrative Procedure Act, Open Meetings Act, Public Information Act, and state government legal requirements

- Understanding of law enforcement operations, peace officer licensing standards, and criminal justice regulatory frameworks
- Skill in complex legal research, case analysis, brief writing, and oral advocacy in administrative and judicial proceedings
- Ability to supervise, train, and coordinate the work of legal professionals and support staff
- Strong leadership and management skills with ability to plan, organize, and direct legal division operations
- Excellent written and verbal communication skills with ability to present complex legal issues to diverse audiences including commissioners, executives, and the public
- Ability to formulate, coordinate, and establish agency policies and procedures
- Capability to oversee the drafting of legal documents, rules, and regulatory materials
- Strong analytical and problem-solving skills with ability to provide strategic legal counsel on complex organizational issues
- Ability to work independently with minimal supervision and exercise sound judgment in high-stakes legal matters
- Proficiency with legal research databases (LexisNexis, Westlaw), Microsoft Office Suite, case management systems, and legal technology platforms

Preferred Education and Experience:

- Experience in Texas state government, regulatory agencies, or law enforcement legal counsel
- Background in administrative law, regulatory enforcement, or public sector litigation
- Experience with peace officer licensing, training standards, or law enforcement disciplinary proceedings
- Trial experience in complex civil or administrative matters
- Experience managing legal teams and coordinating with multiple stakeholders in government settings

- Familiarity with State Office of Administrative Hearings procedures and contested case practice

Preferred Skills, Knowledge, and Abilities:

- Knowledge of Texas Occupations Code Chapter 1701, TCOLE administrative rules, and law enforcement regulatory frameworks
- Understanding of criminal justice system operations, peace officer training standards, and law enforcement agency oversight
- Experience in legislative drafting, rulemaking processes, and policy development in regulatory environments
- Knowledge of government contracting, procurement law, and public sector legal compliance requirements
- Experience providing legal training and professional development to government staff and stakeholders
- Familiarity with law enforcement databases, tracking systems, and specialized government software applications

Registration, Certification, or Licensure:

- Must be licensed as an attorney by the State of Texas and maintain active membership in good standing with the State Bar of Texas

Why work at TCOLE?

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members
- 12 - 16 days of [annual paid holidays](#)
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for full-time employees

- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.

Equal Opportunity Employer - TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

ADA - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

Military Occupational Specialty Codes - Military Specialty Codes that correspond to this job posting include MOS 27A, JA, 0130, 27A, 250X, 655X, 51JX, 4402, 4405, 4407, 4409, 4410, 4411, 4417. More information can be found at:

Veterans Preference – Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

Benefits – For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>